



Chairperson Committee Packet

Thank you for volunteering to lead a committee within the YSFA. This information includes reminders, basic training, and tips to help you in your role. We want to personally thank you for stepping up and playing a vital part in the success of this year's YSFA. We appreciate the commitment you have made!

So let's get started.....and have some fun!

The YSFA Executive Board

When using e-mail to communicate with your committee members, please be sensitive to the prospect that not everyone has access to a computer. Please consider calling your volunteers as well.

Megan Culbertson	President	megan@ysfa.org
Gina Giallella	Hospitality VP	gina@ysfa.org
Tara Brudie	Social Events VP	tara@ysfa.org
Joy Refano	Student Activities VP	joy@ysfa.org
Adele Zingaro	Treasurer	adele@ysfa.org
Bridgette Toohey	Secretary	bridgette@ysfa.org

Complete Chairperson packet is available also on our web-site, www.ysfa.org, under Forms and Links.



Committees

1. Beautification ~ Sharon Brodzinski – beautification@ysfa.org
2. Book Fair ~ Donna Podlesny – bookfair@ysfa.org
3. Box Tops/Campbell's Labels ~ Jen Thayer – boxtops@ysfa.org
4. Family Educational and Social Night~
5. Family Dance~
6. Foundation Liaison~ Lisa Butcher – liaison@ysfa.org
7. Fun Day ~ Holly Cucuzzella – funday@ysfa.org
8. Gardens ~ Carolyn Sherman – gardens@ysfa.org
9. Holiday Shoppe ~ Amy Potpinka – holidayshoppe@ysfa.org
10. Spiritwear ~Laura Cannon – spiritwear@ysfa.org
11. Spring Fling~ Robin Stoner – springfling@ysfa.org
12. Teacher Appreciation/refreshments ~ Georgie Ryan – appreciation@ysfa.org
13. Yearbook ~ Laura Abruzzese and Sharon Archer – yearbook@ysfa.org
14. 2nd Grade Dance -



YSFA Financial Procedures

Adele Zingaro – adele@ysfa.org

COMMITTEE CHAIR(S):

COMMITTEE NAME:

COMMITTEE EXPENSE BUDGET: (if you have one)

\$ _____

Committee chairs are responsible for controlling the spending of their committee members, so budgets are not exceeded. Special requests for additional funding must be brought to the YSFA board *BEFORE* the budget is exceeded.

All correspondence with the Treasurer should be done through e-mail.

Check/Reimbursement Request Form - This form needs to be filled out for the following:

Reimbursements: To recover items purchased out of pocket by a committee members. Submit completed request with the original receipt (circle items to be reimbursed) to the Treasurer through the YSFA mailbox in the office. Please e-mail her when you do so she can pick it up. Reimbursement forms and accompanying receipts must be submitted within 30 days of the expense. Please indicate on the request if you would like your check mailed to you or sent home with your child.

The Check/Reimbursements Request Forms can be downloaded from the YSFA website, www.ysfa.org.

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Vendor Payments: To pay a vendor who requires payment in advance or when an invoice is received that must be paid directly paid by the YSFA. Submit completed request and invoice to the Treasurer through the YSFA mailbox in the office. **Please e-mail her so she knows it is there.** Please provide at least 5 days notice if a check is required. Each YSFA requires two officer's signatures so the advance notice will ensure that the check will be issued in time. The Treasurer will mail the check directly to the vendor and e-mail you when this has been done.

Cash Box Request: When in charge of an event that requires cash to make change, this form must be submitted to the Treasurer at least one week before the event. **The check will be made payable to the Committee chair, who will then cash the check and get the denominations of change needed.** The YSFA will provide a cash box for the event. At the end of the event, please give the cash box and its contents to the Treasurer to ensure a timely deposit.

All receipts must be submitted. Please do not absorb any YSFA expenses. No reimbursement amount is too small. Funds are raised for a reason and expenses are expected to be reimbursed. The annual budget is based on prior year's expenses. If all expenses are not reported, the actual money needed to fund the activity next year will be underestimated.

Contact and Use Your Committee Volunteers

If you have been given a list of volunteers for your committee, **please contact every single one of them.** You can use e-mail, telephone, or a note home with the child. Even if your event is in the distant future (e.g., Fun Day), please contact the volunteers now, at the start of school, just to introduce yourself as committee chair and give the date(s) of your event.

Try to find some way to **use every volunteer.** You may need to delegate more of the work than you had planned or think of new ways to use the committee. Never tell an eager volunteer, "No, thanks, we don't need your help." Every year, volunteers are turned off because no one called them. If your committee's job really isn't big enough for all of your volunteers, please at least have the courtesy to call everyone and explain the situation.



Committees are empowered to make decisions within the scope and budget of their project.

Megan Culbertson - megan@ysfa.org (609) 560-5370 and Bridgette Toohey - bridgette@ysfa.org (215) 880-0822, are the **liaisons between the YSFA committees and the Executive Board**. You can call them with any questions or if you need help in any way.

When you have a decision that must be debated or discussed in detail, do **that during a committee meeting**, not at a general monthly YSFA meeting. Use your committee members to hash out issues, consider alternatives, and come to a decision. If the decision is potentially controversial or needs approval from YSFA leadership, reach out to Megan or Bridgette and set up a time for everyone to meet to discuss the issue. Also, if your committee is very small and you want advice from outside the committee, you can call them as well.

Your presentation at a monthly YSFA meeting is to **announce your committee's decisions**, plans, and need for additional help, if necessary.

You do not need to introduce debate on committee issues at a monthly meeting. If discussion at a monthly meeting gets too detailed or bogged down in debate, the President will suspend discussion and send the issue back to the committee for follow-up. In the interest of time, we will not do committee work at general meetings.

We really want the members to hear a report directly from each committee each month, preferably **no more than 5 minutes per committee**. If you, the chairperson, are not available to attend a general meeting, please enlist one of your committee members to give your report. As a last resort, you can ask one of the YSFA Presidents to give your report.



School Resources are Available to YSFA Committees

The school does the photocopying for the YSFA events. If you have a **photocopying job** to submit, **email Megan at megan@ysfa.org** and she'll forward it to the **administration for approval. Once approved it will be sent directly to be copied and distributed.**

For those with a large committee, there are approximately **1,000** students at our school, go green and use the site **“SIGN UP GENIUS”**. It's easy and environmentally smart.

School Communication Tools

If you want to send home a flier as an attachment to the newsletter, you must get the administration's approval.

You are encouraged to take advantage of the following methods to publicize your committee and its accomplishments and to **thank your volunteers:**

- YSFA display case in the lobby - contact Gina at gina@ysfa.org
- YSFA website, e-news and Facebook – contact Megan at megan@ysfa.org

Please keep good records for the next chairperson!

Use your RED binder!

The following are imperative to help future chairpersons.

- Notes from your committee meetings
- Copies of fliers, announcements, signs, etc.
- Lessons learned
- Advice for next time
- Phone numbers of contact people
- Copies of invoices, contracts, etc.
- “End-of-Year Checklist” form (in this folder)

Please turn your RED binder to the President at the last meeting of the year.



Flyer Check List

When you are sending a flyer home, please ensure to follow the checklist.

- Use YSFA Letterhead. Letterhead is posted on website under YSFA forms.
- For review, please email flyer to megan@ysfa.org. She will review and then send to the administration for approval.
- If the bottom portion of the flyer needs to be returned, please include the event on the bottom portion also. This way it can be placed in the appropriate folder in the office.

If you need a flyer to go home in student folders... The administration needs 72 hours to approve and then the front office needs time to make copies.

Responses from parents will be kept in a plastic envelope in the office in the YSFA area. It is on the right wall. Put a label on one of the plastic folders with the event name. The plastic folders are in the bins on the office wall.

If you are requesting money please put the following on the flyer:

Checks should be made payable to YSFA - Event Name.

Volunteers

1) **Finding volunteers for your committee:**

- a. Sign-up sheets at the New Student Orientation, first meeting and BTSNs
- b. **Volunteer** information (accessed from membership forms) is included in attached spread sheet.

2) **E-mailing your volunteers:**

Set up a group from your email account so you can send out a mass email when needed.



Co-Chairing a YSFA Committee?

Read these tips to make sure you stay friends through it all.

1. Divide the responsibilities clearly

Start by agreeing on how you are going to divide the responsibilities. For a complex project like an auction, be specific and write it down. If you're not sure of the tasks involved in your project, speak to the past chairperson, review the project files, and brainstorm. Make sure your committee volunteers know the division of responsibility too.

2. Communicate frequently

Successful co-chairs talk with each other a lot. As issues arise, you need to discuss, decide, and move on. Don't assume you know how your co-chair feels. Talk.

3. Be reliable

Do what you say you'll do. Complete your assignments. Having a co-chair doesn't mean you can slack off. It's not her job to pick up after you since no one person is in charge.

4. Stay on task

Resist temptation to do the work of the other co-chair. You'll avoid duplication of effort and possible hurt feelings by sticking to your scope of responsibilities. Feel free to offer advice, but don't push her aside.

5. Be flexible

Sometimes it's just unproductive to debate a minor point. Be flexible and compromise. Keep in mind the real reason you're working on the committee—the students.



Volunteer Code of Conduct

The Young School Family Association (YSFA) is a service organization that works in cooperation with the Burlington Township School District and B. Bernice Young School Administration. As such, it is critical that YSFA volunteers conduct themselves in an appropriate manner.

The following code of conduct should be adhered to by YSFA volunteers during events and while working in the school on the behalf of the YSFA:

- a. Never be alone with a child, other than his or her own.
- b. Treat others with respect and courtesy.
- c. Adhere to all school and District rules and Policies.
- d. Respect YSFA and school property, and only use it for its designated purpose.

Inappropriate or unsafe behavior, disputes, or any violation of school rules and/or School Board Policy should be reported to a YSFA Board Member or a District Administrator. Volunteers who violate the Code of Conduct may be asked to not participate in YSFA events as a volunteer until such violation has been properly resolved. Please see the attached Civility Policy # 1250.1.

Anyone wishing to volunteer must sign and return. **PLEASE PRINT CLEARLY.**

I/We have read and understand the above **YSFA Code of Conduct** and will abide by it.

Parent/Guardian (Please Print)

Parent Guardian (Please Print)

Parent/Guardian Signature

Parent/Guardian Signature

Child's Name: _____

Teacher: _____

Child's Name: _____

Teacher: _____

E-mail address: _____



After Event Report (AER):

What YSFA Event? _____

What companies were involved?

Who is your contact (s)?

Did you have a budget? Yes / No

Did you go Over / Under / On budget?

Did any items get donated for this event? Yes / No

Did YSFA raise any money at event? Yes / No

Location of event? _____

Time of the event? _____

Projected attendees _____ Actual Attendance? _____

Below please write a quick note on what would you keep/change/eliminate/add.

Thank you for taking the time to filling out this form.



YSFA End-of-Year Checklist

Committee: _____ Year: _____

Chairperson: _____

Contact Number: _____

Co-chair: _____

Contact Number: _____

This binder contains information that next year's chairperson should find helpful. I have enclosed the following (check all that apply):

- Copy of all flyers—hard copy and computer files
- Vendors used
- Budget and actual costs
- Photographs
- Planning issues
- Number of volunteers needed
- Suggestions for next year's chairperson
- Other information

Please keep a copy of this report in your committee binder and send a copy to the President at the last meeting. :)

The most important advice I pass along is: